

# **Westminster Presbyterian Preschool & Kindergarten**

## **Family Handbook**

### **Welcome**

Each year Westminster provides an exceptional early childhood experience for each child in our program. The staff is committed to implementing a child-centered and personalized environment where individual differences and abilities are encouraged and appreciated. Our philosophy supports “follow your curiosity learning, we are problem solvers and I will try” as core education values. We realize and value the trust you have placed in us and are grateful you have chosen Westminster to share in the excitement of the growth, development and educational success with you and your child.

Mrs. Cristine L. Connolly, MS  
School Director

### **History**

The Westminster Presbyterian Church School began in the spring of 1966 when a Mother’s Day Out Cooperative Program was established by Westminster Presbyterian Women, then called the Women of the Church. Fifteen church and neighborhood families joined in the program so that the mothers of the children could participate on a rotating basis in special enrichment programs and fellowship sponsored by the women’s organization as well as attend to family and personal needs. The effectiveness of the program was evident to the Westminster Session (the governing body of elders), which authorized creation of a Kindergarten class. In the fall of 1969, that class began, the Toddler program continued and the Westminster Presbyterian Church Preschool was born. Like the Toddler program that preceded it, the Preschool was and continues to be wholly owned and operated by Westminster Presbyterian Church as a service to its members and the surrounding community. The school operates as part of the church’s mission to bring excellence to preschool education. Mrs. Debbie Eppeland, a member of the church, was the organizing Director of the Toddler program. She and Mrs. Marilyn Adams led the teaching and play activities. Mrs. Eppeland continued as Director until spring of 1982. Beginning January 1995, Mrs. Cristine L. Connolly has served the school as Director. Her background includes a B.S. degree in Child Development and Family Studies from BGSU in Ohio and a M.S. from UNT in the same field. She has 10 years classroom teaching at the preschool level and adjunct faculty for five years at Eastfield Community College and the University of North Texas in Early Childhood Education and Child Development. Both her children completed the Westminster program.

### **Philosophy**

The philosophy of the school is to recognize and appreciate each child, individually, building upon each child’s strengths and focusing on the total development of the child (cognitive, creative, social, emotional, physical and spiritual). By providing an environment that is nurturing, warm and inviting for children to discover and create learning, each child thrives at his or her own pace of learning and ability level. Children learn best by doing. Therefore, the Westminster setting promotes active involvement for children to construct their knowledge. The opportunity to question, try again, learn from attempts, and stretch one’s imagination and curiosity through “how many ways can I...” supports a “let’s find out” approach to learning.

Learning and intellectual curiosity are on-going, developed processes assisted by many different resources. Through the utilization of centers in the classroom, children are continually presented with interactive, hands-on play-based learning that provides the children exceptional academic content while cultivating an enjoyment of the learning process. Independence and responsibility are continually supported. Instruction is presented in small and large groups along with one-on-one individualized planning. Through the centers, children integrate language, math, science, social studies, reasoning, problem solving, listening, expressive and receptive language, peer interaction,

collaborative teamwork and communication skills. This developmental program is based on the assumption that growth is sequential, children pass through predictable, sequenced stages of development, a child's maturational age may not always equal a child's chronological age and the program adapts to each child's pace.

Through art, music, literature, movement and creative dramatics, children tap into their creative abilities and natural curiosities as well as build creative expression. In a stimulating and rich environment, each child meets with success while developing positive patterns for learning. Christian education of compassion, respect, manners, responsibility, perseverance and others are infused throughout all age levels and contribute to the development of respect for others and an appreciation for one's unique value to the world. We encourage diversity among our children along with strengths within our staff.

Westminster recognizes that families are a vital link in a child's educational success. We partner with our families to guide and educate children in a unified relationship, consistently communicating with the parents about each child's progress. We feel certain your child and family will compliment and enrich the Westminster community and spirit.

### **Accidents**

If a child is injured at any time while at school, the school will contact the parent immediately. Also, written documentation will be noted. If parents are not available, the school will care for the child until parents are reached. **~~ However, it is the responsibility of the parent to keep phone numbers accurate and updated. If cell phone numbers are listed as potential contacts, they should be on while the child is at school.** If we are unable to reach the parent, we will call the person designated on the child's emergency contact. If necessary, 911 would be called and child transported to the hospital designated by parent on form. A copy of the accident report is given to parents and a copy is kept at school. ~~ Any needed first aid treatment will be administered. In the case of a critical injury or illness, the school will call the physician named by the parent and call for an emergency vehicle. Likewise, if a child becomes ill at school, parents will be notified to come for the child. Children who are sick are separated from the remainder of the group and kept isolated as much as possible until the parent arrives. The child will be supervised at all times. All staff is certified in CPR and First Aid Training every two years. All classrooms have first aid totes that also travel with the class to playgrounds. Additionally, a minor injury form is completed and shared with the parent. A phone call and/or email will also be made to communicate in advance. WPPK does not maintain a nurse on site.

### **Admissions**

The admission process begins in September of each year. Those interested in enrollment at the school are encouraged to contact the school office in September to schedule a family tour. Tours are usually offered October - January. Once a tour has been completed, the interested family may choose to wait list a child for potential placement for the following school year. There is no fee to be placed on the wait list. There is no testing as part of the admission process. Currently enrolled families register in January. Next, openings are offered to church families and siblings of current families. Once this is completed, we move to our wait list families to offer available spaces. Our goal is to maintain balances in classes with gender, birthdays, new and returning children and overall development. All wait-listed families must keep their status current and maintain contact with the school (email or phone) each January. Siblings, church members, returning families are given preference in enrollment. Alumni are also given consideration as enrollment allows. Families who do not keep contact with the school will have the child's name moved to an inactive file. The program compiles and provides program information to families in a language the family can understand. This information includes program policies and operating procedures.

### **Assessment & Standardized Testing**

Each age level has written goals and an age level assessment reflecting developmentally appropriate learning for each age level. Parents receive a copy of their child's age level goals at the Fall Orientation and again at the fall conferences. The assessment form is our conference tool as we meet with parents both fall and spring to discuss and share each area of development and how the child progresses through the school year. On-going informal assessments are integral to understand and support each child's learning. This includes one-on-one discussions, side-by-side observation, providing intentional experiences in all curriculum areas and dating the experience and observing the child in the class whole group, small groups, outside, Fine Arts classes and other school experiences.

Some children will complete 100% of the age level assessment and continue to move on to the next age level and some will complete 75-85% at year-end. It is not our expectation that ALL children will master 100% of the content of the assessment.

The assessment allows for each child to progress at his/her own rate, pace, allows for tracking strength areas as well as areas that will benefit from additional time, support and more exposure to learn the skills. Through dated reviews, teachers can see the chronological growth during the year and individualize learning experiences to ensure success for each child at her/his own level along with teaching methodology and communicating to families. Children within the same age level will progress, grow, move through and master skills, objectives and concepts at different rates throughout a school year. If at any time, based on continued chronological assessing, a teacher felt an outside evaluation would be beneficial to gain additional perspective for a child, a confidential referral will be discussed with the family explaining the concern, suggest steps to identifying a child's interests, describing developmental needs and learning style, adaptations made and discuss resources to explore.

Program staff use a variety of formal and informal strategies and approaches (including conversations) to become acquainted with and learn from families about their family structure; their preferred child-rearing practices; and information families wish to share about their socioeconomic, linguistic, racial, religious, and cultural backgrounds (7.A.02) to support curriculum and teaching methods to families served. Program staff informs families about the program's systems for formally and informally assessing children's progress. This information includes the purposes of the assessment, the procedures used for assessment, procedures for gathering family input and information, the timing of assessments, the way assessment results or information will be shared with families, and ways the program will use the information (7.B.03). Assessments also support teacher planning for each child, individualized instruction to challenge and identify strengths, monitoring progress and to guide all developmental areas including social, emotional, language, cognition, physical skills and spiritual growth.

Westminster does not administer any standardized test as a means to track, group, rank or identify children's learning.

### **Birthday Celebrations**

You are welcome to celebrate your child's birthday by providing a special snack (appropriate portion) for the class. Please arrange this with the teacher well in advance. Knowing the excitement felt in this celebration, we ask that you plan for special activities to occur away from school. The birthday snack policy aligns with our school policy on snacks/lunches.

Invitations need to be mailed and not put in backpacks as they tend to get lost in the hall, in carpool, or in bags. Many classes choose to select one day a month to recognize class birthdays for that month while others allow for the children to select and prepare the birthday snack. Each teacher will provide a "checklist" of the protocol for that age group to celebrate a child's birthday. A healthy snack (angel food cake, mini muffins, fruit) and favorite story or baby photo is appropriate. No balloons, crafts, games, etc. are to be brought to school. No candles are used in birthday recognition. For fours and Kindergarten, birthdays are recognized at monthly Chapel with a birthday blessing. Parents are welcome to attend. All children receive a birthday button to celebrate the special day!

### **Carpool**

Written carpool procedures address all aspects of the arrival, departure, and transportation of children. The procedures ensure the safety of all children as pedestrians and as passengers (7.D.06) and address special circumstances in picking up children at the end of the day (E).

Each child is brought to school and picked up daily through carpool (except Toddler). Families have the opportunity to arrange carpools prior to the beginning of school. Each child is issued a carpool number and will only be released to that authorized person with that number unless we are notified in writing. Families purchase 3 carpool tags through Spirit Wear and use them for the time enrolled at Westminster.

## **Child Safety During Carpool is Our Highest Priority**

NO ELECTRONIC DEVICES - We ask all families to be mindful of the importance of safety during the running of carpool. No driver shall be using a cell phone, PDA, laptop or other electronic devices during carpool, from entry until exiting the school property. Use of cell phones in any capacity is prohibited. Children will not be loaded into a car if a driver is on a cell phone; hand held or wireless.

For the safety of the children, we adopt the following:

- Carpool traffic flows north on Devonshire only
- Upon entering the north carpool driveway, NO CELL PHONES may be used
- Hang your carpool tag from rear view mirror (12:00 or 2:00)
- All Toddler and any other walk-ins must park on the west or south side/Devonshire lots ONLY
- There is no parking and walking in on the east side while carpool is actively running
- Do not allow children to hang out of windows or stand through sunroofs.
- Please pull up to the available person assisting with carpool to wait for your child/children.
- Put your car in park.
- Once your child is loaded, please pull up and out of the immediate line to buckle children.
- Do not park in the fire lane or under porte cochere.
- NEVER leave children in an unattended vehicle.
- Do not allow children to run ahead of you in a parking lot – hold your child’s hand!
- Always drive slowly and cautiously and aware of safety for all.

No pick-ups from the playground are permitted. Carpool replacement/additional tags during the school year are billed to FACTS at \$15.00 per tag.

Morning carpool runs from 9:00 - 9:15 and afternoon carpool runs from 12:00 - 12:15 and again from 2:00 – 2:15. If you arrive after pick up carpool is completed, there will be a late fee of \$1.00 per minute (for noon and extended day pick up).

***Any carpool changes must be communicated in either writing, via email or phone call to the office.*** Email notifications are acceptable up to 11:45/1:45. After 11:45/1:45, a phone call must be made to the school office to communicate any carpool change. Any individual given authorization to pick up a child, other than parents, is verified by RenWeb & photo ID.

If you need to pick up your child early, please check in at the office first to sign out your child and plan to depart before carpool begins. If you arrive in the morning after carpool has closed the doors, you must sign in at the office & walk your child in to the classroom to connect with the teacher.

The school must also be notified in writing on your enrollment form if there is an individual who is NOT to be in contact with your child. Photo may be requested.

**Please pull up through the Porte cochere when you are first in line so we can load three cars at a time.**

**Keep distance between cars to a minimum to pull cars in off of Devonshire**

**Pull to the far east lot to buckle in children and make sure all of your drivers are aware of this**

**Please do not park under the Porte cochere or on the outside of it in the opposite direction or in the “AUCTION WINNER” space. A sign is posted stating “Do Not Enter”.**

**Chapel**

Chapel is provided on a weekly basis for children enrolled in the 4's - Kindergarten classes. This time together includes songs, stories, activities, prayer and a Bible lesson to reinforce our Christian faith and monthly values. The monthly Chapel stories are shared monthly via school newsletter. Monthly birthday blessings are celebrated for our children at this time. Parents are welcome to attend.

### **Child Abuse Awareness**

The members of Westminster Presbyterian Church and Preschool & Kindergarten are committed to the safety, welfare and protection of all children participating in our program. This commitment includes protecting them from abuse or harassment of any form, whether physical, mental or sexual and from any individual (i.e., parent, peer, or staff member).

Internal procedures for reporting any suspicion of child abuse on a child are to be reported immediately to the Director. Documentation will be made and a phone call will be made to licensing hot line or intake. Confidentiality is the highest priority. There will be no discussions with fellow staff members or other families at the school or outside the school by the staff member. All communication is directed between the Director and employee only.

Community Resources are available to families and will be shared or families directed toward such services with confidentiality.

#### Child Abuse Awareness, Prevention, Response

- . (a) Notwithstanding Section 261.001, in Minimum Standards:
  - . (1) "Abuse" means an intentional, knowing, or reckless act or omission by an employee, volunteer, or other individual working under the auspices of a facility or program that causes or may cause emotional harm or physical injury to, or the death of, a child served by the facility or program as further described by rule or policy.
  - . (2) "Exploitation" means the illegal or improper use of a child or of the resources of a child for monetary or personal benefit, profit, or gain by an employee, volunteer, or other individual working under the auspices of a facility or program as further described by rule or policy.
  - . (3) "Neglect" means a negligent act or omission by an employee, volunteer, or other individual working under the auspices of a facility or program, including failure to comply with an individual treatment plan, plan of care, or individualized service plan, that causes or may cause substantial emotional harm or physical injury to, or the death of, a child served by the facility or program as further described by rule or policy.
- . (b) Except as provided by Section 261.404, a state agency that operates, licenses, certifies, registers, or lists a facility in which children are located or provides oversight of a program that serves children shall make a prompt, thorough investigation of a report that a child has been or may be abused, neglected, or exploited in the facility or program. The primary purpose of the investigation shall be the protection of the child.

Texas Abuse and Neglect Hotline: 1-800-252-5400

In Texas, individuals working with children are mandated reporters and are required by law to make a report to the appropriate state authorities if they have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect. All staff members receive training in identifying and reporting suspected abuse or neglect. The Texas Department of Family and Protective Services will determine appropriate action and may

conduct an investigation. It is the agency's role to determine if the report of abuse or neglect is substantiated and to work with the family to ensure the child's needs are met. Westminster Preschool will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. Our foremost concern is always the protection of the child.

### Christian Education

The purpose of implementing a Christian Education program is to support and nurture the spiritual development of the child with the physical, emotional, social, cognitive and creative. We want each child to know in him/herself the God-given skill, abilities, and talents he/she has. Each day with children grants new opportunities for providing guidance at teachable moments when a child's spirit is receptive to challenge, direction, and encouragement. In partnership with parents, we can contribute to each child's moral and character development. In addition to a pervasive Christian emotional environment, our style of communication, our social/emotional goals for children, our intentional interactions, our family rapport and our commitment to nurturing children's development all stem from a strong Christian foundation. Christian Education is an active part of our classroom environments along with our Fine Arts classes and programs.

### Class Availability

In order to provide the highest quality Christian early childhood education and to maintain accreditation status, Westminster provides the following age groupings:

Class	Days	Ratio
Kindergarten (M 9:00-12:00 / Tues – Fri. 9:00 – 2:00)	M-F	2:16
Four yr. old (Tues & Wed 9:00 – 2:00)	M-F	2:12* (3 classes)
Three yr. old	M-F	2:10*
Three yr. old	M-W-F	2:10* (3 classes)
Older Twos	T & Th	2:8 (3 classes)
Young Twos	M & W	2:8
Young Twos	T & Th	2:8
Toddler 12-23 mths	Mon.	2:8
Toddler 12-23 mths	Tues.	2:8
Toddler 18-23 mths	Wed.	2:8 (stay until 1:45)
Toddler 12-23 mths	Th	2:8
Toddler 12-23 mths	Fri	2:8 (stay until 1:45)

- August 25 is our guideline for determining eligibility for classes.
- Unless designated otherwise, all classes meet from 9:00 - 12:00 for the days the child is registered.
- Children enrolled in the 5-day 3's must be fully independent with all toileting needs and have their birthday prior to March 1. All children in a 4's class & Kindergarten must be fully independent with toileting.
- Children enrolled in classes do not transition to different classes during the school year. This consistency and continuity for the class facilitates all learning and relationship building between teacher and child/family. The calendar year generally operates from September – May.
- \*recognizes the class size has been lowered to maximize instruction and teaching relationships.

### Class Placement Policy

As we develop the classes for each year, there are many variables to consider, keeping in mind that a balanced class impacts the success of the school year for all. Classes are balanced by: birthdays, developmental readiness, academic strengths and areas for growth, new children and returning children, special needs of children, gender, and social/emotional development. A child's chronological age may not always equal a child's developmental or maturational age. The teacher from the previous year also adds any insight she may have. Each placement is given

careful and individual consideration for the achievement of the overall class. Once the process is complete, there is no ability to move among classes. At any time an opening occurs, these same variables are implemented into the decision process. Class placements and welcome to the year will be communicated by the welcome phone call from the teacher in mid-to late August.

## **Communication**

The school places great value on open communication between families and school. From the first welcome phone call in August, before school begins, to welcome you to the school and child's class, the school establishes strong intentional communication practices to foster positive and connected relationships that are on-going and open all year. Correspondence can be sent weekly in your child's bag or electronically but there are times when a mailing is done. SUNDAY Messages communicate all pertinent needs and events for each week. Every other month, newsletters for the school are sent electronically. Each Friday teachers Toddler – Kindergarten send their weekly CLASSROOM CONNECTION to share events, happenings, benchmarks, promote dialogue and learning experiences in the classroom.

The Child Information sheet (7.B.03) completed by parents as part of your enrollment packet allows parents to share information with the teacher about your goals and expectations for your child, child's interests, developmental needs and to share any concerns for your child. This facilitates the teachers planning for and knowing your child. This form is kept in the child's file at school and is shared only with the Director and the teacher of your child. Parents are encouraged to contact the child's teacher to communicate on behalf of the child. Phone calls can be taken at the office and will be returned when the teacher is not with children. Written messages can also be sent to school with your child. Email is another venue for on-going daily/weekly communication. Each teacher develops and provides vast and thorough communication through her class weekly CLASSROOM CONNECTION. It is always a reference for "need-to-know" information about the class, schedules, policies, curriculum, etc.

Parents are encouraged to talk regularly with teachers about concerns, joys and celebrations, observed changes, ideas for at home activities to bridge home and school, discuss services, collaborate on any needed solution seeking for a situation and continually plan for a successful year (7.C). Communication is open, welcomed and designed to engage and promote dialogue between teacher and parents. Although carpool is running for drop off and pick up daily, parents may walk in for a "quick" or "brief" comment to be shared with the teacher. This is not an appropriate time though to engage in extended conversations when teachers are responsible for children. To discuss a concern at length, it is recommended that you schedule a mutually convenient time for a meeting or phone call. Families are encouraged to share concerns and work collaboratively with the teacher/school to find mutually satisfying solutions but not in the presence of the child. Program staff encourages families to raise concerns and work collaboratively with them to find mutually satisfying solutions. Communication that is open, ongoing and two-way is valued in partnership with our families.

The Director is available to parents in an open door format. Please contact at your convenience to discuss needs, concerns, development stages, school placement, or other individual issues via phone or appointment.

## **Conferences**

Preschool conferences are scheduled twice a year while Kindergarten meets three times. These days are scheduled on your annual calendar. This valuable time allows for personal, one-on-one dialogue with parents to share growth and development success of your child and to gain valuable perspective from families about each child along with promoting two-way dialogue. Each age level shares dated sequential assessments that address all areas of development for children; this assessment is our shared tool/measure with families at personal and private conferences. Families may receive a copy if requested. Developmental timetables, developmentally appropriate practice and how the assessment information is recorded, measured, used in planning is reviewed with families. Parents receive a form prior to conferences to prepare for any questions or concerns to discuss. This form allows for families to share "need-to-know" information with the teacher and gathers valuable information about the family home, culture, structure and helpful details shared by the family. This individual and private, personal time together allows for staff to learn from the parent's knowledge of their child's interests, approach to learning and any

developmental needs along with goal sharing for classroom planning (7.A.08). Please feel free to schedule an additional appointment if your allotted time is not adequate. "Drop-in" conferences in the morning are discouraged since it is unprofessional to discuss a child while other children are present and it is disruptive to the teacher's scheduled responsibilities. Conferencing classes do not meet on conference days. Childcare is provided for enrolled Westminster children during the hours of 8:30 – 12:30. We value this time with our families and feel strongly about parent attendance. Families' schedules and availability are considered as part of this planning (7.A.14). Kindergarten also provides winter conferences with families.

#### **Confidentiality (4.E.07)**

Westminster respects each family's right to privacy and handles all personal matters pertaining to a child or family in a confidential manner. All information provided by parents as part of the child's enrollment process to the school is kept in an individual file in the school office. No one may access the files unless requested and approved by the school Director or Office Administrator. The following individuals are authorized to have access to a child's enrollment file and the contents thereof on an as needed basis:

- The licensing representative from the TDPRS upon the school's annual review or follow up visits
- The validator assigned by NAEYC relating to accreditation
- The child's teacher as needed to verify or retrieve information
- The school administration (School Director & Office Administrator) as needed
- A medical screener in reviewing health record status
- In accordance with HIPAA (the federal Health Insurance Portability and Accountability Act of 1996), we safeguard the confidentiality of health records.
- A representative from the Parents Club in updating/creating the annual directory and email correspondence files

#### **Crisis Action Plan**

In an attempt to address potential crisis activity that could occur while children are in our care, the following information is shared with our families. First, we ask that you keep in mind the age of your children when considering sharing any information with them regarding a national emergency crisis. Given the many variables that could affect our situation, we have agreed upon the following plan:

1. Terrorist action outside the United States
  - maintain school as usual and keep attention focused on current event. Release children to parents at their discretion.
2. Terrorist action here in the United States
  - maintain school as usual and keep children calm until all parents have been contacted to release children to them via carpool.
3. Terrorist action in Dallas
  - maintain school as usual; keep children calm until all parents have been contacted to release children to them. Evacuate the children via carpool from school as quickly and orderly as possible within the time frame given.
  - if evacuation is not possible or advisable from reliable sources, we will remain on site until notified that the emergency no longer exists. Parents would be allowed to pick up their children at their own discretion.



All decisions will be based on reliable information. It is important to separate rumor from reality. Contact with police and fire stations will be maintained to keep in the communication loop. Once a plan of action has been decided upon, school personnel will be instructed to act accordingly. We take the responsibility to keep our children safe and calm seriously and do not want to take any action that could be counter productive or dangerous. The welfare of our children and staff is equally important. It is not our intent to keep your children from you if the security situation should become serious. Children will be allowed to leave with parental permission.

### **Curriculum**

Westminster adheres to implementing a developmentally appropriate curriculum and age appropriate activities for all ages. Our curriculum includes topics that are of interest to children, can be child initiated, involves hands-on learning experiences, concrete materials and manipulatives for the children to understand concepts, allows for large blocks of involvement in their play and work to develop concentration, focus and thinking skills, compliments children's interests and life experiences, supports family values and perspectives and allows for flexibility within the curriculum.

Our curriculum focuses on the total development of the child; social, emotional, physical, cognitive, creative and spiritual. The child is often the director of the learning process with the teacher facilitating the way. Self-selection is important in the process of learning as well as monitoring the inclusion of all curriculum areas for the child. WPPK supports and implements developed curriculum experiences in Fine Motor skills, large motor experiences, Artist Studies, Inventor Inventions, Dramatic Play, Language and Literacy. The teacher dates progress within the curriculum weekly. Each weekly/monthly unit includes all areas of the curriculum – science, language, cooking, math, motor, cognitive (reasoning, thinking, problem solving, brainstorming, etc.). The skills/concepts within each of these curriculum areas are listed on the age level assessment for each age level. Language experiences align with the program philosophy and consider family perspectives. Additionally, the curriculum and age level goals and objectives facilitate and guide the on-going assessment of each child's growth and success in his/her age level.

### **Custody**

If the school needs to be aware of specific circumstances in this situation, please notify us in writing. This would include, but not limited to, visitations or interactions on site, authorization or restriction for pick up from school, or any pertinent legal action set in place by the court regarding access to a child.

### **Dental Emergencies**

In the event of a situation that results in a child's tooth being pushed back, chipped or knocked out of the mouth, the staff is trained to follow set procedures to handle the situation. Parents are notified immediately.

### **Dress for School**

Children come to school to play, interact and have fun! Cooking, motor skills, outdoor play and art are a daily part of the curriculum. Children should dress comfortably and casually to actively participate in their day. As careful as the staff tries to be, occasionally situations occur. Paint smocks are worn for art. Sturdy flexible shoes are best for running and climbing outdoors; **not** flip flops, "croc" or some sandals. Children in the 3's classes and younger should keep a full change of clothes (top, bottom, underwear, socks) at school with name labeled on bag which should be changed seasonally. Weather permitting, children will go outdoors daily. Children attending Motor Skills must be dressed appropriately for the class to participate. This includes appropriate shoes. Children should wear clothing that is layered for warmth in cold weather to facilitate active play outdoors in cold weather.

### **Educational Goals / Objectives**

To provide a program that is sensitive to each child's needs.

To provide a curriculum that adapts and modifies for differences in age, ability, and developmental stage.

To provide learning opportunities consistent with goals and objectives for each age level.

To support that children and families feel welcome in the school and to facilitate any needed adjustments to the program, schedule, friends or connections.

To create an environment where children can engage in problem solving, exploring, risk-taking, and applying knowledge in new and creative ways through meaningful experiences.

To empower children to take control of their learning.

To allow each child to respond in his/her own way and at his/her own pace.

To guide/support children in positive ways.

To support curiosity and value play as the child's mode and language of learning.

To recognize that families are a vital link in the educational success of each child.

To communicate that teachers and families work in partnership to facilitate success for children.

To provide experiences that are sensitive to the home, beliefs, values and language of our families.

To support the total development of each child: moral, social, physical, emotional, cognitive, creative and spiritual.

To emphasize a Christian spirit through prayers, Christian education monthly, weekly Chapel, role modeling and Social Responsibility Projects.

### **Emergency Preparedness**

It is imperative that all families keep cell phones on, charged and be available in case of needed phone emergency contact. Again, we will require that home, cell phone numbers, and work phone numbers be accurate along with the names and phone numbers of individuals who are authorized to pick up your child. Parents identify on enrollment forms doctor, medical facility to transport child if needed for medical attention. If emergency requires, the school is authorized to call 911 emergency services to make arrangements for emergency transport for medical attention. The Director accompanies the child in route until parents arrive. A comprehensive binder is kept in the office with all needed medical information along with contact and insurance information to take with a child in route to a medical facility or in case of evacuation from school. This binder is also taken on practice fire drills, lock down and weather practices. All staff is trained every 2 years in pediatric first-aid and CPR. If a child has a known medical or developmental condition, this is noted on the Health History form along with the Notarized Consent for Medical Treatment form. WPPK has a developed Emergency Preparedness Plan that is inclusive of:

Emergency Contacts:

- Fire/Rescue/Police
- Hospital
- Poison Control
- Utility Emergency Information
- Alarm Company Information

Emergency Evacuation/Relocation/Sheltering/Lock-down/Parent Reunification.

This plan is posted in each classroom, workroom, office, Staff Handbook and is reviewed annually during In-service with all staff and at New Staff Orientation. Information includes:

- staff responsibility to move children through any "practice"
- staff responsibility of how staff will continue to care for children until release
- staff responsibility of how staff will reunify children and parents following emergency
- Fire Drill is practiced monthly
- Sheltering (weather, severe weather, tornado, person in area) is practiced four times a year
- "Safety" practice (keeping children safe to protect them from a volatile person on premises) is practiced four times a year

### **Extended Day Class Options**

Westminster offers optional extended days from 12:15 – 2:00. On these days, children bring their healthy lunch and stay for planned activities in the class for which they have registered. Class availability varies by age. Registration for all extended day classes is done on line in September for classes for the Oct – Jan and then again in January for classes Feb - May. The fee is separate from tuition. This fee is non-refundable. ***Children who register for an extended day class must be fully independent with toileting & personal hygiene needs in order to register.*** The days the classes

are offered vary and will be communicated on the registration form in September. Financial matters must be current to register. All classes meet for 12-week sessions. Some of the classes that have been offered previous years include:

LUNCH BUNCH   KIDS CUISINE                      YOGA                      BUILDING MANIA  
LITERATURE      PUPPETRY      ART      TUMBLING      FINE MOTOR FUN      SCIENCE      GAME DAY

Classes are reviewed annually and shared with families in September which classes will be available for that year.

### **FACTS**

Beginning the 2016-2017 school year, all financial transactions process through the online electronic FACTS tuition management system. Tuition, extended day fees, spirit wear, birthday books and summer camp are some of the fees transacted through FACTS. No checks are processed. Parents develop their personal account each year as part of the registration process. Our research indicates significant benefits to school staff and school families, including convenience, flexibility, and secure on-line access to individual account information. Importantly, it is an interest free program, representing a savings to our families. It also is compatible with our RenWeb school management system. Payments to FACTS can be made by electronic check, credit card or bank draft. An initial \$20.00 fee is assessed to establish your account. The office is available to offer assistance with initial set-up. FACTS does assess late fees for payments made outside the established schedule and if there is a returned, NSF transaction.

### **Fall Orientations**

Each September the teaching team for the age levels Older 2's – Kindergarten develop and provide an opportunity for parents to attend their age level meeting. This personalized, in room time is to provide an overview of the year; curriculum areas, goals, benchmarks, Fine Arts classes, daily/weekly schedules, volunteer opportunities, conferences, etc. As we "walk parents through the year", our goal is to provide an overview that will be insightful and helpful in seeing the scope and sequence of the year along with a time for dialogue and questions. This meeting is noted on our annual calendar for parents to attend. The meeting is scheduled on a day while children are already in class. Some age levels meet individually with class parents and others meet as an age level team.

### **Field Trips**

These are planned for children in the Kindergarten class only. They are planned to expand and enrich the children's learning experiences. If a trip is planned, the teacher will notify parents and a sign is posted outdoors 48 hours in advance in a prominent place (school entry on large poster board). The posting remains until class returns from field trip. Parents have stated and provided signed approval to go on field trips. Teachers do not drive on field trips. Teachers have training in CPR and First aid with rescue breathing and choking. In order for a parent to drive, proof of insurance and drivers license must be given to the office. All drivers complete a Safety Transportation training module. Teachers carry a First Aid bag, emergency medical consent forms and emergency contact information for each child. All children & teachers wear their Westminster T-shirts to communicate identity along with a tag identifying school and school phone number. All drivers must follow the same map with destination address and phone number on map. Parents have a list of children in their vehicles and all vehicles along with cell phone numbers of all parents driving. Younger children of a driver may not attend the field trip. Supervising adults carry a list of children's names on the field trip and check the list frequently to account for the presence of all children at regulated times. If your child has a "medical need" that could create an emergency, the parent must drive the child. Any food allergy or allergy medications (epi pen) are carried for child by teachers. Children are transported in required seat safety restraint in vehicles. Staff follows a designated protocol for field trips.

### **Fine Arts Classes**

Westminster offers many programs as part of our daily curriculum. The length of the class time as well as the frequency of attendance depends on the age of the children. Currently the following classes are provided:

Spanish	(offered weekly for 3's – K in HALF GROUPS; Kindergarten 2x's a week)
MUSIC	(offered weekly for Toddler - K)
LIBRARY	(offered weekly for Toddler – K; 3's – K in HALF GROUPS)
MOTOR SKILLS	(offered weekly for 5 day 3's - K) (offered once monthly MWF 3's)
CAPERS	(offered weekly for 4's - K)
LEAP	(offered weekly for 4's & K)

These classes are selected for their value to enriching the total development of the child. Classes may be added or deleted upon annual review.

### **Gang-Free Zone Requirement (746.501.B.2.A)**

This posting is a result of House Bill 2086 that passed effective September 1, 2009. This statute requires that information about gang-free zones be distributed/communicated to parents and guardians of children in care at licensed child care centers. The following is information that is posted in the office on form #2846:

- what is a gang-free zone?
- How do parents know where the gang-free zone ends?
- What is the purpose of gang-free zones?
- What does this mean to our program?
- Compliance with requirements

### **Grievance Communication**

Teachers and parents should initiate communication with each other to review or discuss situations of concern. The design of the meeting would be to address the issues of concern by either party and to develop a plan of action to resolve the issue. We value the partnership we have with our families and seek to maintain open communication. If after a sufficient period of time either parents or teacher are uncomfortable with the results, a meeting can be requested with the Director to review the strategies thus far and to develop potential further approaches to confront and resolve concerns. If after an appropriate trial period parents are uncomfortable with the results of their decisions made with the Director, they may submit a letter requesting the Committee of the Preschool to review the issue including a narrative of the issues of concern, the steps taken thus far, and the approach they would like taken. This narrative shall be delivered in a sealed envelope to the school office addressed to the Chair of the Preschool Committee. Upon review, the Committee Chair determines if the issues warrant the involvement of the Committee. The decision of the Chair of the Committee is final. The decision of whether a parent is asked to withdraw a child temporarily or permanently ultimately rests solely with the Director. All parties involved in any dispute shall maintain confidentiality to secure the integrity of this system and ensure respect for all involved. Program staff encourages families to raise concerns and work collaboratively with them to find mutually satisfying agreed upon solutions. We want to make every effort to find a suitable solution. The decision to disenroll a child/family is difficult for all and is only made with time, conversations, prayer, implementing options and compassionate communication. Although not exhaustive, some reasons the school could make this decision could include:

- Child is unable to adjust to the program after reasonable amount of time
- Ongoing physical or verbal aggression toward other children or staff
- Ongoing uncontrollable tantrums/outbursts
- Excessive biting
- Parent refuses to abide by school policies and procedures or Licensing/Accreditation protocol
- Continuous non-payment of fees/tuition
- Parent is physically or verbally aggressive or combative toward staff or administration
- Potentially dangerous behavior by child or parent

### **Guidance (1.B.09-10, 1.E.01, 3.B.12)**

When the environment supports the developmental stage of the child, there is little need to interfere with the learning process. Redirecting a child into appropriate activities and modeling acceptable behavior and communication is the role of the teacher. Children are encouraged and shown how to deal with confrontation or frustration in an acceptable manner. All guidance techniques are designed to prevent difficult situations from occurring. Strategies include the class size, the expectations and goals of the class, the emotional environment, the schedule of the day all contribute to children being successful. Through reminders, redirection, choices, time away from activity and removal, any undesirable behavior is addressed with compassion, with age appropriate methodology and with the goal to “teach” and not punish. If necessary, the parents will be contacted to discuss with the teacher and Director how to approach and resolve any situation. Teachers address persistent challenging behavior by assessing the intent or drive behind the behavior, developing alternative choices for the child, teaching and modeling alternative social-emotional skills, making environmental/classroom modifications as available, gathering data from observation of the child, documenting incidents (frequency, setting), conferring with the family to engage in shared discussions, possibly meeting with a qualified professional/specialist for insight, classroom observation and/or support and using positive communication and expectations to positively support the child. Our goal would be to create a team approach for success. Each classroom teacher will determine when contact with a parent needs to be made. In most cases, it will be when the behavior has been repeated multiple times, the behavior becomes a distraction in the learning environment, harm is inflicted upon other children or adults (physically or verbally) and we are not seeing implemented classroom internal measures developing to gain self control and reduce the occurrence of the negative behavior.

Staff would never use physical punishment (shaking, hitting) or verbal punitive language of any kind in guiding children. Staff would never use threats, teasing, mocking, belittling derogatory remarks or withhold any food item as a means to guide children. After a reasonable duration of time to communicate concerns, confer with parents, implement alternative measures (e.g., classroom schedule, adjustment of the length of school day, shadowing, etc.) and reviewing documented timeline, parents will be notified verbally in a private meeting of a school decision. Ultimately, the school will decide if a child is asked to leave temporarily (a specific period of time) or permanently. If permanently, the school will partner with family in attempt to locate an alternate school placement better suited to the child’s needs at that time of development.

### **Hand Sanitizer (in or on school totes)**

WPPK **does not use** or have on site any hand sanitizer dispensers and ask that families not attach containers to school totes. Soap and water are used to wash hands as needed throughout each day. Hand washing is the single most important way to prevent the spread of infection. Children wash hands upon arrival, before and after eating, after toileting, after wiping nose, before using any water play, after using the sand table and after playing outside.

### **Health History (5.A.01.H)**

A Health History form documenting immunization is required to be on file and kept current by all families for any child enrolled. This must be on file before the first day of school to identify the child has been examined within the past year by a health-care professional; stating the child is able to fully participate in the program. Vision and hearing screening are noted and required on your Health History form for children age 4 and older at the beginning of each school year. This is administered by a family physician, health care professional or appropriate screener.

### **Healthful Environment (5.C)**

Procedures for standard precautions are used and include the following:

- A. Surfaces that may come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized
- B. Staff uses barriers and techniques that minimize contact of mucous membranes or of openings in skin with potentially infectious body fluids and that reduce the spread of infectious disease, barriers include gloves
- C. When spills of body fluids occur, staff cleans them up immediately with detergent followed by water rinsing.
- E. Staff cleans rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam

cleaning.

F. Staff dispose of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.

The staff functions in all proactive and precautionary ways to maintain a healthy environment. We carefully monitor any developing or reoccurring health situation and communicate to families. Our cleaning service mid-day and nightly ensures all surfaces and areas are disinfected and sanitized. Good hygiene is practiced by washing hands often and regularly with soap and water, especially after coughing or sneezing. We encourage children to cough in their elbow vs hand. Parents are asked to keep children home for at least 24 hours after there is no fever or signs of a fever (without the use of fever-reducing medicine).

Children with a temperature of 100.0 degrees or greater will be sent home and expected NOT to return for at least 48 hours.

### **Immunizations (5.A.01, a-b, h)**

Each child is required to provide documentation of current immunizations as verified by a physician prior to the first day of school. This mandatory procedure by the Texas Department of Public Health protects all children from unnecessary illness. Messages are sent monthly to remind parents about updates to immunization schedule in school newsletter and Monday Messages. As you have updates in immunizations throughout the year, please provide them to the office for our records as our records are reviewed frequently and annually for appropriate documentation. You will be notified if you are behind on immunizations as stated by the Texas Department of State Health Services. All children enrolled in a 4 year old and Kindergarten class must provide evidence of a hearing and vision screening noted on the annual medical form. Currently, a TB test is not required for children. If a family does not immunize or under immunize due to a medical situation or family beliefs, an affidavit document is on file identifying exemptions for immunization requirements by the Texas Department of State Health Services. The school requests a letter from the medical/doctor to communicate the decision to delay immunizations. A copy of a current insurance card is part of the enrollment process and kept in a child's file. At this time, WPPK does not require staff to provide a history of immunizations as part of hiring practice.

### **Independence with Toileting 5.A.08 (Toddler – MWF 3's)**

Children enrolled in classes from Toddler – MWF 3's do not need to be fully independent with toileting needs at the start of the school year. The age range is from 12 months – 3 years; depending on the child's readiness. A child is ready when he/she can walk, is lessening the frequency of going potty, wakes up dry from a nap, takes diapers off, understands language used for bathroom needs, begins to tell you when they need to use the toilet, understands where to go and what to do, expresses discomfort when soiled, etc. We encourage families to have experienced at least 2-3 full weeks of success (no accidents during the day) at home **before** coming to school with the change from a diaper or pull up to underwear. At school, children are one of many in a group setting (1 of 8 - 10), making more transitions (further distances from a potty when at music, library, outdoors, Fellowship Hall), etc. which can add stress to the child's success. We also do not want to give a child mixed messages but want to fully support the process at school. This then requires the child to be further along in the process at home before expecting success at school.

Parents can facilitate the process by having access quickly and easily to the potty, dressing the child in easy up-down clothes (underpants must be worn for hygiene and sanitation), reinforce efforts made by child to accomplish this task, never scold or punish a child for an accident and go slowly. Allow time for practice.

If a child is having multiple accidents in a day, we will place a pull up or diaper back on the child and communicate with the parents about non-readiness at school. Our goal is to support success when the individual development is in place.

Children who enroll in the 5-day 3's class, all 4's classes or Kindergarten must be fully independent with all hygiene needs.

Children who enroll for an extended day class must also be fully independent with hygiene needs.

### **Language & Speech Screening**

Each year the school provides the service of a speech/language evaluation by certified therapists for children ages four - kindergarten. The school pays this fee. If further professional evaluation is recommended, written results will be given to the parent in a private manner. If your child is absent on this day, the school requests for you to obtain this screening at your expense and provide the results to the school. Parents are required to document their child's vision and hearing screening on the annual medical form to have on file. Three year olds can be screened for speech/language concerns by request.

### **Linkages with Community Agencies (8.A)**

Westminster facilitates needed services for families who may need assistance with language or cultural needs. At any time, a parent/family needs accommodation with language or other services, the school will make every reasonable attempt to facilitate this need. A current professional reference and resource binder is available to offer sources of support (language, developmental needs, parenting, counseling, SI, intervention, diagnostic assessment, etc.). The school does not advocate for any one provider but can offer varied resources for the family to initiate contact and make personal decisions about services.

### **Lost Book Policy (Library or class set readers)**

WPPK has an established lost book policy. If a library book is not returned within a reasonable period of time, the family will be asked to reimburse the school at replacement cost; whether it is an individual book or the full set of readers. Kindergarten children are the only grade to check out books from the library. This policy applies to lost or damaged books as well as any child in the 4's program who also takes home books as part of a class learning experience.

### **Medications at School 5.A.11 –**

**746.3803.(a.b.c.d), 746.3805 (a.b.c.d), 746.3807 (1.2.3), 746.3809, 746.3811**

The school does not administer any medication while the child is here. This includes sunscreen on your child or insect repellent spray. Safeguards are used with all medications for children. If there is an extenuating circumstance, the following procedures must be followed:

- medication must be labeled in its original container
- medication must have the physician's name, child's first & last name, and dosage printed on the label
- medication must be currently dated and the period of time the medication is to be administered.
- (D) The expiration date of any medication must be written on the original package, written on the authorization form, written on the outside of the storage bag, noted on the Office Admin calendar to remind of expiration and notification date to family with sufficient time to replace. Expired medication will not be administered.
- authorization to administer medication form must be signed and dated in the office by authorizing parent/guardian
- only prescription medication will be administered – not over the counter
- medication must be given to office and not to a teacher or sent in a child's school tote

Please inform the school if your child has taken any medication (cough, cold, allergy) prior to coming to school so we can be aware of any changes in normal behavior.

Additionally, the Director and Office Administrator adhere to the "5 RIGHTS" to medication administration.

- 1) Verify it is the RIGHT child (full name of child to whom medication is given)
- 2) Verify it is the RIGHT medication (name of medication is recorded)
- 3) Verify it is the RIGHT dose
- 4) Verify it is the RIGHT time to administer (date, time, amount of medication recorded)
- 5) Verify it is the RIGHT method to administer (name of employee administering medication)

Medication records are kept for one full school year. Medication is kept out of reach of children in office and stored in a non-food area. Expired medication is returned to adult. When child leaves WPPK, any medication on site is also returned to the parent.

### **NAEYC Accreditation / Licensing**

The school is licensed under the Texas Department of Family and Protective Services and is reviewed/inspected annually. This report is posted in the office upon visit and receipt of inspection. Additionally, Westminster is accredited under NAEYC (National Association for the Education of Young Children) through the National Academy of Early Childhood Programs. The first accreditation was received in May 1997. This expresses our commitment to early childhood through higher standards of excellence in all areas of the program. Although many schools chose not to persevere through the stringent process, Westminster made the commitment to continue with this level of accreditation and again received the accreditation in 2000, 2003, 2008, 2013 and 2018. This process involves the full participation of our staff, Committee, Administration and parents to achieve this goal. Feedback and perspective from families allows for an ongoing monitoring system to ensure that all program goals and requirements are met and provides a format for families to offer reflections and insight. Either organization may be contacted to express compliments or concerns against the school or express concerns with compliance with licensing standards. Parents are welcome to review the licensing standards booklet kept in the office at any time. Updates were provided April 2021.

NAEYC phone number:	800-424-2460
Texas Department of Family and Protective Services	
Main Phone	214-951-7902
Child Care Licensing	800-582-6036
Abuse Hot Line	800-252-5400
Web Site	<a href="http://www.dfps.state.tx.us">www.dfps.state.tx.us</a>

### **Parent Involvement**

Parents are welcome in our school to share in the excitement of their child's learning. We do support an open door policy and welcome parents and involvement throughout the year. However, the overall emotional atmosphere is a high priority for all the children in the class. Parents may not disrupt the teacher's role, distract her focus on the class or children, interfere with her job of teaching, or contribute to an unsettled environment for the children. Opportunities to participate in the classroom increase with the child's age. The beginning of each year requires time to allow the children to settle into the new year, new friends, a new classroom and to build comfortable relationships.

Parents will receive a "Time & Talent" sheet as part of their Enrollment Packet to complete and return to the office. This communicates to us your interest areas to volunteer in an area that allows you to share your interests and skills (7.A.07). Also, as part of registration, the Parents Club welcomes nominations and support through various positions available on the PC Board. PC involvement is an on-going volunteer opportunity throughout the year.

Parents who indicate interest to volunteer in the school or substitute in classrooms under the supervision of the teaching staff, must be familiar with the policies and procedures of the school for health, safety and emergency procedures, be familiar with the guidance policy & child abuse policy along with regulatory requirements.

### **Parents Club**

The Westminster Parents Club is a voluntary organization made up of parents of Westminster Presbyterian Preschool & Kindergarten. The Parents Club mission is to support the school through volunteer hours, vision setting and financial gifts. Fundraising activities have included ads in the annual Directory, the Auction/Parent Social Party, Spring Carnival and special events. The organization also strives to show support and appreciation to the teachers through



gifts, luncheons, and special activities. Dues are voluntary and paid in the spring for the upcoming school year. Dues and fund raising have contributed to the purchase of computer systems, software, Fine Arts activities, storytellers, puppet shows, field trips, playground enhancements and expansions, teacher equipment, special supplies, luncheons, music-art-library-Spanish equipment, die cuts, furniture, teacher workshops, and many other additions which enrich our program. The Parents Club welcomes you sharing your time and talents with the school. Each spring the PC extends an invitation to all families, current and incoming, to nominate oneself or another for the various positions on the PC Board. Parents can volunteer for the back to school coffee, fall fest, carpool assistance, conference days, classroom and fine arts program volunteers and other opportunities. Please contact the President who is listed in your Directory.

The program's advisory groups include families as members and active participants. Staff or other families in the program encourage and support family members in taking on leadership roles (7.A.13).

### **Parent Volunteering**

If a parent is volunteering in the school or visiting for any purpose, sign in at the office and put on a nametag. Form 2985 Affidavit for Application is completed by anyone wishing to volunteer at the school. Parents also sign a form that identifies they are familiar with the philosophy of the school, guidance procedures, child abuse awareness and our accreditation standards.

### **Photos of Children**

Each year individual and class school pictures are taken and available for purchase to our families. Also, photos are taken randomly for a child's portfolio and displays around the school or the website. Let us know if you have any concerns regarding photographs of your child being used.

### **Policy on Illnesses/Communicable Diseases/Lice**

Any and all illnesses experienced after a child has been at school must be communicated to the school office within 24 hours of onset. The following is a list of school policies for illnesses:

**Fever** - exclude from school until fever has been absent for 24 hours without the use of fever-reducing medicines. Children with a fever of 100.0 degrees or greater will be sent home and expected not to return for at least 24 hours. Fevers are determined by use of a temporal thermometer.

**Chicken Pox** - exclude from school until child is fever free, crusts have formed, no additional care is required and there is no evidence of secondary infection.

**Diarrhea** – exclude from school until stools are normal.

**Hand/Foot/Mouth** – symptoms present 3-6 days after exposure. Fever, sore throat, runny nose, blisters appear at mouth, palms, soles of feet, bottom area lasting 1 week. Person-to-person contact transmission with respiratory droplet or fecal-oral contact. Exclude from school until all sores or fluid-filled blisters have dried; no open blisters or excessive drooling.

**Impetigo** – red pimples, fluid filled blisters, oozing rash with crusty yellow scabs. Exclude from school until treatment has begun and open lesions are gone. Doctor note or dated prescription required. Areas are covered while at school to prevent scratching and spreading.

**Lice** - exclude from school until one full medication treatment has been given. Must be no active nits (2 days) and a "clear" report from Lice service or pediatrician.

**Pink Eye** – conjunctivitis is an inflammation of the mucous membrane that lines eye and eyelids and is spread by direct contact with secretions. Exclude from school until 48 hours after treatment begins. Submit note from physician or prescription copy. There needs to be an absence of eye discharge to return to school.

**Fifth's Disease (Parvovirus)** – bright red patch/rash on cheeks. Lace-like pattern may appear on torso and extremities for 5-10 days. Long incubation period. Child is not contagious once rash is present. Exclude from school if fever is present.

**Pinworm** – perianal itching, worms are visible in stool. Eggs can live on animal fur, in sandbox, on clothes, toys. Hand hygiene is important. Spread by scratching area and eggs transferring from nails to objects touched. Exclude from school until 48 hours of treatment.

**Ringworm** – red scaly patch presents and grows in size. Scalp ringworm spread with shared hair products or accessories. Exclude from school until 48 hours of treatment. Must be covered while at school.

**Strep Throat** - exclude from school until fever free and 24 hours after medication treatment.

**Molloscum** – presents as raised pink shiny bumps or nodules with a dimple at center on skin. Spread by direct contact of the infected skin, sharing towels. May spread by scratching and touching other skin areas. Must be covered while at school.

Our goal is to be PROACTIVE in keeping children *and* staff healthy and to minimize continued exposure and transmission of childhood diseases. To protect the welfare of all children and staff, teachers may question the health of your child. If there is any question concerning the health of your child, it will be brought to the attention of the Director. The Director will make the final decision as to whether your child will remain at school.

- Children should not be at school if illness requires additional care that is unreasonable for staff to provide.
- Children should not be at school if illness has significant risk and is contagious.
- Practice good hand hygiene by washing hands often with soap and water, especially after coughing or sneezing. Turn off running water with a paper towel.
- Cover your mouth and nose with a tissue when coughing or sneezing. If you don't have a tissue, cough or sneeze into your elbow and not into your hands.
- Stay home if your child is sick for at least 24 hours after there is no fever present without the use of fever-reducing medicine.
- Encourage children to drink plenty of clear fluids to keep from becoming dehydrated. Do not give medicines containing aspirin to your child.
- Children who become ill at school are separated from other children and provided space, supervision and comfort while waiting for parent to pick up.
- Vaccinations for seasonal flu and H1N1 should be discussed with your health professional. Additional information can be located at [www.flu.gov](http://www.flu.gov) or contact the CDC 1-800-232-4636 or [cdcinfo@cdc.gov](mailto:cdcinfo@cdc.gov)

~~All of these illnesses mandate parents notifying the school upon diagnosis from the doctor so same class families can be notified. ~~

If your child will not be attending school for the day or any extended period of time due to illness, please notify the school office so we can alert our families if needed. Children need to be kept at home if diagnosed with a contagious disease, have had fever, sore throat, earache, vomiting, and diarrhea in the past 24 hours or cannot fully participate in the program due to illness. Any child who has colored nasal discharge or persistent nasal discharge will be asked to be kept home.

If a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs, a formal document must be signed, notarized and on file for that child.

~All children must be fever and rash free before returning to school.

~A doctor's note releasing the child to return to school may be required when the child has had a contagious illness.

~All children should be able to participate fully in all school activities without limitations or restrictions unless there are special circumstances.

~ WPPK reserves the right to implement random temperature checks throughout the day.

### **Professional Referrals/Teacher Evaluations**

As a family considers private school options beyond Westminster, the teachers welcome the opportunity to complete the requested teacher recommendations for the following school year. The following policy must be followed to ensure timeliness for the process:

- All applications, paper or electronic, are delivered directly to the office; not the classroom teacher.

- Parent must sign the release form to allow the teacher to complete the form.
- WPPK will not release or share information without written parental consent.
- There is a 1-week completion time provided to each teacher to forward the application to the requested school. Often a teacher will receive multiple requests in one week to complete. Teachers devote significant time to accurately and appropriately represent each child.
- **If a parent requests the form to be completed sooner than 1 week, there is a \$20.00 fee assessed per application to complete if the teacher can consider this expedited time.**
- All teacher recommendation forms are mailed directly school to school to ensure confidentiality.
- All financial matters must be in current standing with Westminster in order to forward the teacher recommendation.
- The school provides each family a total of 3 complimentary evaluations and/or recommendations. Beyond the three provided, there is a \$25.00 fee per evaluation requested by the family. This includes school applications, psychological evaluations, speech/language evaluations, or other evaluations needed for professional services. When a teacher receives a bundle of evaluations to be completed for an outside referral or assessment, each evaluation is counted as one referral. Beyond 3, there is a \$25.00 fee. There is a \$25.00 fee for non-currently enrolled former children/families.

The school has many connections for resources for professional consultants in specialized areas. If at any time a child may need a thorough assessment for OT, PT, SI, Speech/Language evaluation, emotional behaviors, social or any developmental concern or delay, we have a file to address those needs and to offer families referrals to contact. The school however does not endorse or contract with any specific resources. We can facilitate the process for parents to contact community professionals for screenings, developmental assessments, diagnostic evaluations, motor development, social-emotional concerns, sensory integration therapy or academic support. When staff might have any concerns, the concern is shared and communicated to families in a sensitive, supportive, and confidential manner and is provided with documentation and explanation for the concern, suggested next steps, and information about resources for assessment (7.B.04).

### **Registration Policy**

Current families express enrollment interest for the following school year in December with their Placement Preference Form. From these requests, teacher recommendations, and other pertinent information, the Director reviews and makes placement decisions for classes for the following school year. Often, all our first requests from parents cannot be met. Second and third placement options are offered when this occurs. Parents then receive a Confirmation Letter to notify them of their child's class. In January, parents secure their registration by submitting the completed Registration Form and Enrollment Agreement. The Registration fee is posted upon receipt of both forms. All financial matters must be current in order to register for the following school year. *A child is considered enrolled in the program once this formal application process has been made and signed forms are received.* **Registration fees are not prorated or refunded and are not transferrable.** Written notice must be given to the school by the parents if withdrawal procedures are necessary at any time. Any existing enrollment openings for that age level are filled first before a withdraw notification. Notification from a family to withdraw is dated and ranked in order of receipt. Withdraw openings are filled in order of dated notification to the school for all age levels.

If Registration fees have been paid for the upcoming school year but a family's account does not remain current in financial standing for the duration of the school year, the placement(s) for the following school year could be canceled

All enrolling families are provided, read, sign and must return an Enrollment Agreement form as part of the enrollment packet of required forms. This agreement communicates financial commitment, obligation and expectation on the part of both enrolling family and WPPK. It is a binding agreement. We will not consider a child enrolled until the signed Tuition Agreement and signed and completed Registration Form have been received in the school office. The registration fee is posted upon receipt of both forms. Other required documents include:

- Health History – Child Information Sheet – Confidentiality Sheet

**For Toddler – Preschool:** The financial obligation to pay for the full academic year tuition is unconditional and assumed at the time of registration. At the time of Registration, no portion of any fees, paid or outstanding, will be canceled or refunded thereafter. No portion of the tuition shall be refunded for a student who is dismissed for disciplinary reasons, for absences, or if dismissed by Westminster Presbyterian Preschool & Kindergarten for reasons determined and communicated by the School. Each student’s place is independent and no tuition can be transferred from one student to another. Under any payment option, all balances are due in full upon withdrawal or dismissal. Parent/Guardian agrees and accepts the obligation to pay the full tuition and fees for the student for the entire academic year, regardless of whether the student is absent, withdrawn, dismissed or otherwise ceases to attend the school for all or a portion of the academic year. Because the School makes financial commitments based on anticipated enrollment, the retention of sums paid and the requirement to pay sums outstanding, if any shall be deemed liquidated damages, it being impractical to fix actual damages resulting from a student’s withdrawal.

In the event a family needs to withdraw from the school prior to **April 1** of that school year **and** a written notice is given to the Director prior to **April 1** of that school year, the financial obligation will be terminated once the placement of another student is made to secure the enrollment, subject to the school’s placement policy. **No withdrawals are accepted after April 1** and the family is responsible for the tuition for the duration of the school year. If another family does not secure the enrollment space by May 1 of that year, the school will not attempt to secure the enrollment with another family. Once registration is closed May 1, the school does not add to or alter class enrollment and class development is final.

**For Kindergarten:** Registration is also processed in January.

If the number of requested placements for Kindergarten were to exceed the available 16 spaces, there is a policy in place in which to determine the initial 16 placements.

The financial obligation to pay for the full academic year tuition is unconditional and assumed at the time of registration. At the time of Registration, no portion of any fees, paid or outstanding, will be canceled or refunded thereafter. No portion of the tuition shall be refunded for a student who is dismissed for disciplinary reasons, for absences, or if dismissed by Westminster Presbyterian Preschool & Kindergarten for reasons determined and communicated by the school. Each student’s place is independent and no tuition can be transferred from one student to another. Under any payment option, all balances are due in full upon withdrawal or dismissal. Parent/Guardian agrees and accepts the obligation to pay the full tuition and fees for the student for the entire academic year, regardless of whether the student is absent, withdrawn, dismissed or otherwise ceases to attend the school for all or a portion of the academic year. Because the School makes financial commitments based on anticipated enrollment, the retention of sums paid and the requirement to pay sums outstanding, if any shall be deemed liquidated damages, it being impractical to fix actual damages resulting from a student’s withdrawal. If there were to be any openings in the class enrollment number, those openings will be secured first before any withdrawal notice is processed.

In the event a family needs to withdraw from the school prior to **April 1** of that school year **and** a written notice is given to the Director by **April 1** of that school year, the financial obligation will be terminated once the placement of another student is made subject to the school’s placement policy. **No withdrawals are accepted after April 1.** Kindergarten annual tuition is paid in the following timeline: 50% at registration and 50% balance April 1. If another family does not secure the enrollment space by April 1 of that year, the school will not attempt to secure the enrollment with another family. The school Director has a policy in place to facilitate the attempt to assist a family in securing a vacated enrolled placement.

## **RenWeb**

The school has implemented an online enrollment system effective 2015-2016 school year. Our goal is to reduce and eliminate the volume of paper forms and to streamline the process of registration and annual enrollment. As we move further along into the program, our goal will be for all possible processes to run through RenWeb. Each family creates an account to log into and securely and privately manage individual child and family information. All forms are updated and uploaded annually for families to access. Any family not processing their RenWeb and FACTS

account by the due date will be assessed a \$75.00 late fee. Parent Alert will be a new addition to our RenWeb system Fall 2021 for immediate communication with families for emergency and non-emergency situations.

## **Safety Policies and Procedures**

**Policy on Biting** - The policy for biting deals with the age and stage of development of the child. Although considered a “developmental normal phase” for toddlers, it is unacceptable behavior for children age three and older. Biting is dealt with immediately after the occurrence by removing the child who bites from the vicinity of the bitten child. A short clear message is communicated. The child who is bitten receives comfort and appropriate first aid and parents are notified. Westminster discusses with the parents measures we will take to address the behavior. Under no circumstances should a child who bites be bitten in return. This conveys messages that it is OK to hurt someone. Biting back will not show the child “how it feels to be bitten”. Excessive punishment can often set the behavior in a child. Our goal is to prevent reoccurrence and recognize the causes. We want to respond without judgement. Are there environmental factors / triggers for this behavior? If the pattern of behavior were to continue and several options to eliminate the action have not proven successful, the child will be removed from the program as a last resort until further determination can be made that the child is emotionally and behaviorally ready to return. Ultimately, the Director determines if the child’s enrollment will be postponed until the following school year.

**Clean/Sanitize** - Anytime a classroom material/toy/item has been in contact with any body secretion (nose, mouth) the item must be removed from the classroom and placed in a container away from the children for non-use until the item is sterilized. Daily the teachers’ clean/sanitize all surfaces children come in contact with in the classroom and clean table surfaces upon arrival each morning. Additionally, all used classroom areas are sanitized daily based on use.

**Security Threat** – At any time the safety of the children is challenged, the staff is trained to handle the situation with calm while protecting the children at all times. Each class has a designated area/space to relocate, be unseen and quiet until an “all clear” message is communicated.

**Missing Child** – Safety of children is one of the highest priorities. All staff is oriented and trained in the policy of the school in regard to every child’s safety and security at all times. The school has a policy in place to address this issue. Parents are notified along with Licensing Department and possibly the police.

**Lockdown Procedures** – If a lockdown code was called, teachers lock themselves and children in their own individual “area” until all security concerns are cleared. Parents are notified via email if this procedure is ever necessary. The staff practices this procedure 4 times annually and we use the language “safety practice” to not alarm any child.

**Utility Failure** – Children are kept safe, calm, in their classroom with their teacher while parents are contacted and dismissal transpires in a calm manner.

**Natural Disaster** – With the safety of the children our highest priority, based on the situation at hand, the school would make the decision to either stay on sight or relocate to our evacuation location. Parents are notified immediately once the decision is made.

**Monthly Fire Drills / Severe Weather Drills / Safety Drills** - Every month the children practice exiting the building safely and timely and “quickly and quietly” for fire drills. Primary and alternate routes are practiced. Severe weather drills are practiced four times a year. Safety drills are also practiced four times a year. Evacuation routes for any drill are posted in all rooms and areas where children engage.

**School Closing Policy** - If a school closing is mandated by weather, families are notified via the postings on the TV via WFAA channel 8 in the morning by 7:00 a.m. in addition to a phone chain in place by each class. If the school needed to close once children are in the building, a phone chain of communication and email notification would also be implemented. In most circumstances if HPISD is closed, WPPK will also close.

**Relocation Policy** - As stated in the Family Handbook, in an emergency situation where children needed to be relocated to our established relocation site (Wesley Preparatory School at Lovers Lane United Methodist Church) at 9200 Inwood Rd. (intersection of NW Hwy and Inwood Rd.), families are notified via phone chain & email as to the timing and procedure for safely getting each child. Parents should not come to the school until notified to do so through an alert system. If authorities have issued a warning or alert, children will not be released until authorities lift the warning or alert.

### **Environmental Health -**

- **No-Smoking**- Westminster is a smoke free environment.
- **Supervision** – all children are supervised at all times and never out of sight and/or sound of the adults who are responsible for them.
- **Allergies / Peanuts** - It is important to inform the school of any known allergies your child may have and to provide the school office with instruction in identifying symptoms and responding as recommended by your child's physician. Although not a peanut-free school, we are "allergy aware" for all allergy needs. Parents are required to complete a medical emergency form if medication is kept at school to control any allergic reaction (Benadryl or epi pen). All food allergies are posted in each classroom discreetly. When needed, a classroom will be identified as an "allergy aware" classroom.
- **Sunscreen** - Given the time constraint of one teacher applying sunscreen to 8 – 16 children thoroughly before going outside daily, it is the responsibility of the parent to apply to the child before coming to school. The school will not apply nor keep sunscreen at school. Given that most products are effective with approximately 30 minutes of application time before exposure; this should be more effective if applied before coming to school. It is recommended that sunscreens be SPF 15 or higher and protect against UVA and UVB rays. Parents acknowledge this policy by signing a consent form that is kept in each child's file in the office.
- **Insect Repellent** - As with sunscreen, parents have the responsibility to apply insect repellent to the child before coming to school if they so desire. The school will not take the responsibility to thoroughly apply spray or cream or keep any on hand at the school. A repellent that contains 10-30% of DEET is considered effective and safe for child use. Parents acknowledge this policy by signing a consent form that is kept in each child's file in the office.
- **Hand Sanitizer** - The school does not permit children to use hand sanitizer as a means of cleansing hands. If soap & water are not readily available, an adult may use sanitizer until inside with access to soap and warm water to cleanse hands.
- **Seasonal Dress** - Children play outside daily; weather permitting and we request that all children come to school dressed to play indoors and outside. We do have a policy that states that no classes will play outside if the temperature is below 35 degrees. Children who are not dressed accordingly for colder temperatures will not be allowed to go outside with their class and will either need to sit with another class or wait in the office. In hotter temperatures, we monitor the outside temperature, the air pollution level and the ozone level to determine whether classes will play outside. Temperatures 100 degrees and above, red or purple air-quality alert days or rain dictate indoor days. Teachers do take water and cups outside for children and monitor children's intake of water while outside and once children return to the building.
- **Pest Management** – the school does contract with a pest control company to make monthly inspections of the school (indoors and outdoors) and to monitor needs. We use a natural, non-toxic environmentally friendly garlic spray and granules to treat mosquito's outdoors. All treatments are scheduled and done when children are not present in the school at the end of the school day or on holidays.
- Open Carry Law 84<sup>th</sup> Session effective January 1, 2016. Per our Licensing standards, 746.3707:
  - Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the child-care center.
  - (b) For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the child-care center.

### **Scholarship**

Scholarships are available to anyone interested in making formal application. The Scholarship Committee reviews these and the Preschool Committee makes decisions. Applications are accepted in the spring for the following year. Inquire at the office for forms.

### **School Calendar**

Westminster follows HPISD annual calendar as closely as possible in regard to holidays or school closings. However, we are not obligated to provide the same number of school days as elementary schools and have more flexibility to the development of our calendar. The Committee determines the annual calendar each winter. The annual calendar is printed in your Directory, included in your enrollment packet, is available on Visitation Day, posted on the web and referred to in all printed or electronic communication. The annual school year typically runs from early September until the 3<sup>rd</sup> week of May.

### **School Closing Policy**

A decision to cancel school due to inclement weather is based upon the safety of our families, children, and staff. A phone chain is in place for each room, along with notification on Parent Alert, if this should become necessary for any reason. If the school should need to close and evacuate while the children are here, our policy is to transport children to Lovers Lane United Methodist Church/Wesley Prep at 9200 Inwood Rd. Parents would then proceed to pick up their child there. Children practice fire drills monthly. In following HPISD schedule, if they are closed, we are also in most circumstances.

### **School Events**

Westminster plans events for families to come together to socialize as a “school” family. Many of these events contribute financially to the school and others are intended to just have fun. These are scheduled:

**Popsicles in the Park** – this event in April or May allows for new families to meet and greet current school families and Parents Club members to build connections over the summer.

**New Family Welcome** – this family event is scheduled before the start of school to allow new families to connect with returning families. Parents Club determines date and location.

**Visitation Day** - the day prior to the beginning of school to allow for each child and the parents to meet teachers and visit the classroom as well as see friends. Parents Club activities are included. Our goal is to “plant the seed” of excitement for children to return eager for their first day of school.

**Fall Orientation** – each September the older 2’s, 3’s, 4’s and Kindergarten team offers to age level families an orientation meeting (during a school morning) to “walk you through your child’s year”. This facilitates knowledge of the year, how one year differs from the previous and shares goals, assessments, conferencing, fine arts program and any curriculum changes that enhance that year for the children. Parents are expected to attend.

**Class Picnics** - look for individual class time fall semester. This informal gathering allows for families to meet each other, visit and enjoy a casual time together with the class teacher and assistant.

**Halloween Parade** – this fun, sing-a-long is for 4’s & K classes to share with families.

**Spring Carnival** - this family event consists of a meal with games, crafts & fun activities for children. Sponsored by the Parents Club, this is a fun family gathering and is open to the community. Activities also partner with WPC.

**Auction/Social Event** - Our largest fund raiser of the year hosted by the Parents Club. This event is an off site, night event for families to enjoy dinner with Silent Auction and Live Auction items.

**Christmas Giving Project** - this involves the children and families of Westminster in assisting other families in need in December. Different recipients are chosen annually. We align this program with our Social Responsibility value of giving to others in our community.

**Dad’s Night** - in February, all of our super dads are invited to come to school for a special evening of light dinner and activities. For children in 2’s - Kindergarten classes.

**Music Sharing Program** - in the spring for the 2’s, 2 1/2’s and 3’s classes to celebrate the end of the school year with music.

**End of Year Celebration Day** - on the last day of school, an outdoor picnic with entertainment for the entire school.

### **School Enrollment Placement Policy**

As we develop the classes for each year, there are many issues to consider, keeping in mind that a balanced class

impacts the success of the school year for all. Classes are balanced by: birthdays, developmental readiness, academic strengths and areas for growth, new children and returning children, special needs of children, gender, and social needs. At any time an opening occurs, these same variables are implemented into the decision process. The teacher from the previous year also adds any feedback she may have. Once the classes are configured, changes can occur in our enrollment that requires restructuring classes from the original design. Each placement is given careful and individual consideration for the achievement of the overall class. Once the process is complete, there is no ability to move among classes. If a family releases an enrollment, the same variables are taken into consideration for that class to ensure the best class dynamics and cohesiveness and success for all children enrolled in the class. Children do not transition among classes once the year begins.

### **Security / Building Safety**

Maintaining a safe and secure learning environment for our staff, children and families is a high priority at Westminster. Our goal is to be proactive with building security to prevent an incident from occurring. The following information outlines our commitment to safety and security for all:

- ✓ All visitors must sign in at the school office and wear a Visitor Badge while in the building. This identifies exactly who is in the building and for what purpose.
- ✓ All families must sign in at the school office if arriving after carpool is complete and carpool doors are closed or leaving early before afternoon carpool or day-end carpool begins.
- ✓ Guests attending school Tours also check in at the school office and wear a Visitor Badge while on the school tour.
- ✓ All points of entry are locked at all times
- ✓ Security cameras are mounted and record all activity in designated areas of activity/entry.
- ✓ During locked times of a regular school day, a buzz-in system is in place. The security camera verifies identity for clearance and visitors can only enter after being “buzzed-in” by school staff that remotely unlock the door. Cameras allow staff to verify each visitor’s reason for being at the school. If an individual is not cleared, an office staff will walk to the door to address the individual. Once inside the building, visitors/families follow identification and sign-in procedures.
- ✓ New security doors will be installed Fall 2021 to connect the school and the Fine Arts south wing.
- ✓ Employees have electronic keycard access and wear WPPK Staff photo identification badges at all times while in the building to enter and move throughout the building areas.
- ✓ Exterior door sensors alert staff if doors are opened or left ajar.
- ✓ Safety practice with adult leading children into a safe locked location is practiced 4 times annually. A code word communicates to staff to move quickly, quietly and safely and stay unseen until code word releases all.

WPPK and the School Committee regularly review the security plan and policies to ensure that they are up to date and are in line with best practices. Additionally, staff is trained to respond to situations that could occur. If a safety-related incident were to occur that required parent notification, WPPK would immediately contact parents with email messages. Parents need to be certain emails and cell phone contact is kept current and accurate.

### **Snack Choice Suggestions**

Fresh fruits and vegetables are the best options.

Breads – plain or with topping, banana, ginger, blueberry, apple, mini muffins, whole grain, bagels, bread sticks.

Fresh fruit slices or chunks – apples, watermelon, and pineapple, oranges, kiwi, mango, bananas, strawberries, any berry.

Cheese slices – sticks or cut in shapes, cubes, babybel

Fresh vegetables – plain or with dip.

Applesauce, Pudding, Shape crackers with spread, Yogurt, Cereal Mixes, Finger sandwiches,

Trail Mix – no peanuts



Foods from different cultures- Pasta, Tortillas

Please avoid processed/packaged foods.

*\*\*no donuts may be brought for fresh snack\*\**

*\*\*Please be aware of any food allergies in the class\*\**

### **Snacks/Lunch**

Snacks will be served daily for the children except on days designated as fresh snack day for that class when a parent provides the fresh snack from an approved list of choices. Parents will contribute to fresh snack choices 2 times per week for all “five day” classes. Health and nutrition are considered at all times along with any food allergies noted in a class. We feel part of our job is educating children about healthy and nutritious choices in food. Therefore, we do not accept sugar snacks or candy. Please do not be offended when we return these to you.

A schedule of snacks to be served is posted in the snack area and included in the monthly newsletter. The choice of snacks served takes into account nutritional needs with emphasis on reducing sugar, fat, and calories. Food allergies are noted on your enrollment form and posted in each classroom. Water is served with snacks and children in all classes age 2 – K practice independence in pouring and self-serving water from a small size snack cup. Due to their age, all classes in the Toddler program bring a “lunch” or “lunch-like” meal to be eaten while at school with peers.

Staff do not offer children younger than **four** years these foods: whole grapes, hot dogs cut in rounds, nuts, seeds, peanuts, hard candy, dried fruit, marshmallows, spoonful of peanut butter, chunks of raw carrots, meat larger than can be swallowed whole or any foods that could contribute to choking or create difficulty in swallowing. Staff cut foods into pieces no larger than ¼-inch square for infants and ½-inch square for toddler/ twos, according to each child’s chewing and swallowing capability.

Children staying for Enrichment need to bring a nutritious lunch on that day. Water is served with lunch. We encourage children to eat their healthy lunch items first.

We do not have refrigeration or heating available for snacks or lunches so some food items will need to be sent with a cold pack to keep food items cold and safe for eating later in the day. All food sent from home must be labeled with the child’s name. Lunchtime affords the opportunity to address and practice manners, build social skills, develop listening and conversation skills, strengthen fine motor skills through the use of utensils and opening containers, etc. We support independence and self-help skills for all ages of children. We encourage children to eat the healthy food first. Dessert can be set aside to be eaten away from school.

Kindergarten brings healthy lunches on Tuesday – Friday and Fours on Tuesday & Wednesday. Please pack lunch items in containers that allow for independence by the child. Our Accreditation encourages nutritious lunches for children. We do not plan or serve meals. Any portion of an uneaten meal will be sent home to inform the parent as to the intake of the meal that day.

Fast Food is not permitted to be brought in to school. The school advocates for the selection of healthy and nutritious snacks and lunches and any food brought to school needs to meet these criteria. Given the inadequate nutrition in the processed packaged “lunchables” with candy, this is not permitted as a meal option.

\*If a parent prefers to breastfeed her child, a private, comfortable place with adult-size seating is available in the Parlor or Library (746.501.24).

### **Social Responsibility Projects – 4’s & K classes**

Activities chosen for the 4’s & Kindergarten classes to participate in are geared for a child-to-child hands-on opportunity to instill the value of giving back to others and the community. We desire to “plant the seed” that no matter one’s age or what one has, there is always something to give back to others. We want to instill an awareness of caring for, being compassionate about and involved with the community and environment and provide opportunities for families to partner together with the school & church for involvement in the community. Fall, winter and spring projects have included sandwiches for Austin Street Shelter, birthday boxes for Captain Hope

Organization for homeless children, gift boxes to soldiers in Iraq, The Birthday Project, Pennies for Peace Project; adopt a school, Valentine cards for the elderly/memory care, school supply drive, birthday cards for Veterans, and various environmental projects. Each year the selection of projects and recipients are communicated to families at the Fall Previews.

### **Things to bring / Things to leave at home**

The school canvas tote is the required school bag to be brought daily. Please do not bring dolls, toys, games, play weapons, candy, or make-up to school. We ask your assistance in having these items left in the car. The “dangles” that can be attached to the tote are to be limited to 2. If an item is questionable, verify with the teacher or office first.

Each teacher has her individual plan and schedule for “Show & Share”. Please check with her.

Parents in Toddler Program - parents will bring own diapers and wipes daily.

We use Balmex for diapering when needed. The parent signs a permission slip.

Non Toilet-Independent Children - your child’s teacher will notify you of the schedule for the class. If children soil clothes at school (vomit or body), these are not rinsed at school as this increases the spread of infection. Staff adheres to strict diapering policies.

Pacifiers – only children in the Toddler program may bring pacifiers to school along with “lovies”.

### **Tuition**

Tuition payments, on line through your FACTS account, are paid on an annual basis in April (except Kindergarten) or tri-payment basis (April, June, August with a one time \$50.00 convenience fee). Payments are due on the first day of each payment month and are considered late if not paid through FACTS on the 5th day of the month. A late fee of \$75.00 per family will be assessed for late tuition payments. Parents are required to pay the annual tuition along with any additional fees unless the parents initiate formal written withdrawal and another child has secured the space. If tuition or other fees are not received or kept current, the Committee will make the decision as to the resolution of the situation. Westminster at its option may drop the student from enrollment and deny admissions for the duration of the school year. No child may register for or begin the following year with delinquent fees. For Kindergarten, 50% of the tuition plus the registration fee is due at the time of registration. The remaining balance of tuition is due April 1<sup>st</sup>.

Financial information of any account is only provided to the individual whose name appears on the account and who issues payment to Westminster.

Our school directory is for the convenience of our school families and may not be used for solicitation of our families for any reason. Directories may be purchased for \$15.00.

For the 2021 – 2022 school year, an addendum has been provided to families in August 2021 to address policy and procedure changes adopted for the year. Updates and revisions will be communicated as they arise.

7.2021

Non-Discrimination Policy

*WPC will recruit, hire, call, upgrade, train, and promote within all job titles without regard to race, creed, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age (40 or older), genetic information (including family medical history), or marital status. (7.2019)*